



## **Employment Opportunity**

### **Member Engagement Administrator**

**Closes on: May 9, 2025**

The Saskatchewan Horse Federation is now accepting applications for the Member Engagement Administrator position. Reporting to the Executive Director, the Member Engagement Administrator will work closely with all Committee Chairs. This position is in Regina, SK.

The Saskatchewan Horse Federation (SHF) is a non-profit provincial sport governing body, responsible for the oversight of equestrian sport in Saskatchewan, representing more than 3000 members and 120 clubs across the province. We are part of Sask Sport and Equestrian Canada.

SHF's mission is to deliver value to SHF members through initiatives in sport and other equine activities. We have two flagship competition streams, the Heritage Circuit and the Prairie Cup Series. These are administered through our office and are designed to follow athlete development pathways while adhering to high standards of safety, fair play and equine welfare.

The Member Engagement Administrator's primary role is to liaise with competition organizers, athletes, and SHF Committees to ensure the efficient operations of all aspects of these two circuits.

- To approve show applications and event permits.
- To send out show packages and ribbons.
- To receive show results and enter placings in the SHF database.
- To tabulate yearend results and order awards.
- To support the Heritage Provincial Finals.

As well, the Member Engagement Administrator will:

- Assist with promotional materials design.
- Coordinate the distribution of information and services to all members/Clubs.
- Responsible for website updates and accuracy.
- Assist with external communications, social media posts, etc.
- Data entry of individual and club memberships.
- Attend SHF events and provide onsite program support as needed.
- Assist with reporting for annual follow-up.
- Develop and maintain Standard Operating Procedures (SOP's) for position.
- Answer emails and phone as required.
- Other responsibilities as assigned at the discretion of the Executive Director/Office Manager commensurate with the skill set of the successful candidate.



**Skills & Knowledge:**

- Equine experience/knowledge may be an asset.
- Exceptional attention to detail.
- Able to work independently or in a team environment.
- Good time management skills.
- Able to express ideas clearly and confidently.
- Capable of multi-tasking.
- Skilled in Microsoft Office (Word, Excel, Outlook), using Canva, Constant Contact, databases, spreadsheets, internet, email, etc.
- Cheerful presence, personality and positive people skills.

**Duration:** Full time – 37.5 hours/week

**Location:** Regina, SK

**Compensation Package:** starting at \$38,000 plus benefits

Please forward a detailed resume with three references by May 9, 2025 to:

**Attention: SHF Member Engagement Administrator**

Saskatchewan Horse Federation

Linda Tiefenbach, President

[shfpresident@saskhorse.ca](mailto:shfpresident@saskhorse.ca)

We thank all of those interested, but only those selected for an interview will be contacted.  
(No phone calls please).